**OFFICE DRESS CODE & PERSONAL APPEARANCE POLICY**

[Our company] has adopted a business casual dress code. However, some positions may call for more casual or more professional attire depending on the amount of and the potential for customer contact. Appropriate dress is important in promoting a positive company image.

Please follow the dress code outlined for your department.

**General Guidelines for All Employees**

The following clothing is not acceptable:

* Shorts
* Short dresses or skirts. Use the “fingertip rule” here. The hem of the dress or skirt must fall below your fingertips with your arms resting at your side.
* Low cut tops
* Sweat pants or pajama attire
* Sexually provocative clothing
* Halter tops, beachwear, work-out attire or tank tops
* Spandex or other form fitting pants. Form fitting pants may be worn if you are also wearing a top that meets the “fingertip rule” in the front and back.
* Clothing of any kind promoting competitor products
* Hats in the office environment
* Flip-flops or slippers. A flip-flop is considered to be a sandal (thong or strap) that does not have a strap in back or on the heel
* Clothing with profanity; with nude or semi-nude pictures; with sexually suggestive slogans, cartoons or drawings; or suggesting or promoting the use of illegal drugs
* The observable lack of undergarments and/or exposed undergarments

**All Positions (Other Than Outside Sales)**

All positions except Outside Sales will follow a “business casual” dress code. Casual business attire includes items like:

* Dress pants
* Slacks
* Khakis
* Skirts and dresses
* Sweaters
* Blouses
* Collared shirts (sport, golf, polo)
* Turtlenecks
* Loafers and sandals

**Do not wear:**

* Denim jeans (except on Fridays). Remember: denim is not a color. It is a fabric.
* Jeans of any color, not just blue jeans, cannot be worn except on Fridays.
* Midriff tops
* Spaghetti straps
* Any article of clothing that may expose your undergarments (i.e.: underwear and bra straps).

**Outside Sales**

The outside sales department has very frequent contact with prospective customers and customers and therefore must dress in a professional manner. The following is appropriate for outside sales personnel:

**For men:**

* Conservative suit and tie
* White or light blue, collared, long-sleeved shirt
* Dress shoes
* Hair should not be longer than the ears and no hair should fall below the shirt collar.
* Outside sales representatives should be clean shaven.

**For women:**

* Conservative dresses
* Conservative dress suit (slacks or skirt) and blouse/sweater combination
* Dress shoes
* Makeup should be applied with a business professional look in mind. Excessive or outlandish makeup is not permitted.

**For both:**

* Hair should always be neatly groomed.
* All outside sales representatives should be cautious when applying cologne, perfume, lotion, etc. Excessive amounts of fragrance or offensive odors (e.g. smoke) could be displeasing to potential customers and/or coworkers
* The only acceptable piercing allowed is for female outside sales representatives to have one pierced earring in each ear. Any other visible piercing should not be worn during work hours.
* No visible tattoos are permitted for our outside sales representatives.

**Compliance**

Department Managers are responsible for ensuring their departmental personnel are in compliance. Managers reserve the right to send any person home to change clothes who violates any part of the dress code policy. In the event there are violations of this policy, the following actions may occur:

1st Violation - Verbal Warning

2nd Violation - Written Warning

3rd Violation - Suspension

4th Violation – Termination

**I have read and understand the dress code and personal appearance policy outlined by [Company]. I am fully aware that violation of this policy may lead to disciplinary action and possible termination.**

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**Employee Signature Date**

**Legal Disclaimer:** This document is intended for informational purposes only, and does not constitute legal information or advice. Your state or local regulations may be different and should be consulted. If you are seeking legal advice, you are encouraged to consult an attorney.